Program C662-S Specifications by BJS Reviewed by MEB Q:\TXTSECC\09SEPT\662S.WPD

U.S. GOVERNMENT PRINTING OFFICE Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of U.S. Geological Survey Duplicating/Copying

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of the Interior U. S. Geological Survey Water Resources Division

Direct-Deal/Contractor Direct-Bill

Single Award

The term of this contract is for the period

beginning September 1, 2000, and ending August 31, 2001.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time,

on.

August 21, 2000

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May 1999.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 40-kilometer (25-mile) radius of U.S. Geological Survey, National Center, Reston, VA.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Note: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

Abstracts of contract prices are available at www.access.gpo.gov/procurement/abstracts/central/

For information of a technical nature, call Betty Shanks (202) 512-0310 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996))

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level V.
- (b) Finishing (item related) Attributes -- Level V.
- (c) Exceptions: Quality Level IV shall apply for extraneous marks.

Inspection Levels (from ANSI/ASQC Z1.4)

- (a) Non-destructive Tests General Inspection Level I.
- (b) Destructive Tests Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u> <u>Specified Standard</u>

P-7. Type Quality and Uniformity Reproduction/Camera Copy

DUPLICATING/COPYING DEFINITION: For the purpose of this contract, duplicating/copying shall be defined as the reproduction of furnished material by means of equipment employing the lithographic process, and/or copier-duplicating machines employing electrostatic, thermal, or other copying processes.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A Government jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

BILLING INSTRUCTIONS: There is an interagency agreement between the U.S. Government Printing Office and the U.S. Geological Survey. All payments for products produced under this contract will be made by the U.S. Geological Survey to the vendor. All invoices should be sent to U.S. Geological Survey, 12201 Sunrise Valley Drive, Room 5A 326, Reston, VA 22092. Vouchers must be accompanied by proof of delivery. Specific billing instructions will be provided at the time of award.

PAYMENT: Payment shall be made within 30 days from receipt of the itemized voucher.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000, through August 31, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of short-run, fast-schedule, duplicating/copying of self- or separate-cover products and cut-sheet forms requiring such operations as making reproducibles (when necessary), duplicating/copying, binding, packing, and distribution.

TITLE: U.S. Geological Survey Duplicating/Copying.

FREQUENCY OF ORDERS: Approximately 15 to 30 orders per year. Approximately 0 to 5 orders may be placed per week. Up to 2 orders may be placed on any one day.

Note: Duplication of several different items (from 1 to 5) may be required on an individual print order. However, the aggregate amount of pages (printed or blank) placed on any one print order shall not exceed 50,000 pages.

QUANTITY: Approximately 1 to 2,000 copies per order; however, the majority of orders will be for approximately 10 to 200 copies.

NUMBER OF PAGES: Approximately 1 to 1,000 pages per order. The majority of orders will be for approximately 200 pages or less.

TRIM SIZE: 216 x 279 mm (8-1/2 x 11").

GOVERNMENT TO FURNISH:

Camera copy consisting of line copy and line art to be reproduced at various focuses. Approximately 90% of the copy to be reproduced same size.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number, and revision date, carried on copy must not print on finished product.

The GPO imprint requirement is waived.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

REPRODUCIBLES: When necessary, the contractor must make all reproducibles required. Reproducibles may be destroyed 30 days after delivery of finished product.

STOCK/PAPER:

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Text: White Offset Book, grammage 75 g/m^2 (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

Cover: White and Colored Index, grammage 200 g/m² (basis weight: 110 lbs per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s). The paper to be used will be indicated on each print order.

All cover paper must have the grain parallel to the spine.

DUPLICATING/COPYING:

Print cover and text, as specified, face only or face and back in black ink. The majority of the time, cover 1 prints and covers 2, 3, and 4 are blank.

Full reverse, bleed pages and/or a solid area over two square inches per page shall not be required.

MARGINS: Margins will be specified on the print order or furnished copy.

BINDING:

Bind as indicated on the print order. Signature binding not required. Various looseleaf binding styles will be ordered as follows:

Band in units of single copies, with a suitable strip of heavy kraft paper or rubber bands (around the short dimension) or shrink-film wrap, as indicated on Print Order.

Side-wire stitch in two places and trim four sides.

Wire stitch in upper left corner and trim four sides.

Punch suitably and bind text and cover with plastic combs.

When specified, drill three 6 mm (1/4") diameter holes or three 8 mm (5/16") diameter holes, 108 mm (4-1/4") center to center, centered on the left 279 mm (11") side. Center of holes to be 10 mm (3/8") from left edge of product.

PACKING:

Shipping containers shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width).

Wrap (kraft paper or shrink-film) or rubber band in suitable units and pack in shipping bundles or containers as appropriate. Products shall not be mixed within bundles or containers.

Several orders may require that a blank sheet of Colored Index paper be placed between each set of pages copied.

Each shipping container must not exceed 20.4 kilograms (45 pounds) when fully packed.

One sample copy of the product packaged in each bundle or container must be attached, face up to the outside of the bundle or container, to identify the contents therein. At the contractor's option, when multiple page products are packaged, a sample copy of the first page of the product may be attached to identify the contents. When multiple bundles or containers are required to package the same product, they must be identified (i.e., 1 of 3, 2 of 3, etc). All expenses incidental to furnishing the sample copies, used to identify bundles and containers, must be borne by the contractor.

LABELING AND MARKING:

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

DISTRIBUTION:

Deliver f.o.b. destination to U.S. Geological Survey, National Center, GSS MS 403, 12201 Sunrise Valley Drive, Room 5A326, Reston, VA 22092. Inside delivery required.

Upon completion of each order, all furnished material must be returned to the ordering agency at the address listed above. All expenses incidental to returning materials must be borne by the contractor. SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be specified. Contractor will not be required to pick up copy more than once in one day.

Furnished material must be picked up from and delivered to the address listed under "Distribution".

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination specified.

Schedules begin the same workday as notification of the availability of each individual print order and furnished material, provided, notification is given prior to 12 noon. When notification of availability is given after 12 noon, the schedule starts the following workday.

When more than one order is placed, the schedule shall apply to each order separately.

Regular Schedule:

Each individual order for up to an aggregate of 30,000 pages (printed or blank) must be completed and delivered within one workday. No deliveries will be accepted after 3 p.m., unless prior arrangements have been made with the U.S. Geological Survey Department.

The contractor will be allowed one additional workday for each additional aggregate of 30,000 pages (printed or blank) on an individual order.

Accelerated Schedule:

When an accelerated schedule is required, it will be indicated on the Print Order and the contractor will be reimbursed in accordance with her/his bid for "PREMIUM PAYMENTS" as described under "DETERMINATION OF AWARD."

Orders must be completed and delivered prior to 3 p.m. on the same workday as notification of availability. Orders placed on the accelerated schedule are limited to the following:

- 1) Not more than two accelerated orders will be placed in any one workday.
- 2) The aggregate number of pages will not exceed 20,000 pages.
- 3) Notification of availability for pickup must be given prior to 10 a.m.

One copy of contractor's billing voucher for each Print Order showing each item for payment identified by item no., item description, quantity, and cost must be sent to U.S. Government Printing Office, Attn: Betty Shanks, STOP PPC, Room A843, North Capitol & H Streets NW., Washington, DC 20401.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

- I. (a) 272
 - (b) 406
- II. (a) 669
 - (b) 11
 - (c) 4
- III. (a) 1,710
 - (b) 1
 - (c) 1
 - (d) 158

PREMIUM PAYMENTS:

Orders requiring an accelerated schedule will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

NOTE: Print Orders not marked (ACCELERATED SCHEDULE) will not be paid premium payments and the contractor will not list such items on her/his voucher. All other orders will be placed with the required schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item II. "Paper" in the "Schedule of Prices".

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on her/his voucher.

It is estimated that 1% of the orders placed on this contract may require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase offered for the accelerated schedule in the "Schedule of Prices" (Item IV), to 1% of the prices offered for Items I, and III. This additional cost will be included in the total bid and will be used to determine the lowest bid.

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any blank spaces, obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

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or	the Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whethe not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.
Al	l vouchers submitted to the agency shall be based on the most economical method of production.
Fra	actional parts of 100 will be prorated at the per 100 rate.
Co	ost of all required paper must be charged under Item II.
I.	DUPLICATING/COPYING: Prices offered are per leaf (text and cover) and must include the cost of any required makeready and setup media.
	(a) Face onlyper 100 leaves\$
	(b) Face and Backper 100 leaves\$
II.	PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.
	Computation of the net number of leaves will be based on each page-size leaf.
	Per 100 leaves
	(a) White Offset Book 75 g/m² (50-lb.)\$
	(b) Colored Index 200 g/m ² (110-lb.)\$
	(c) White Index 200 g/m ² (110 lb.)\$

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) Colored Index 200 g/m ² (110-lb.)\$	
) White Index 200 g/m ² (110 lb.)\$	
	(Initials)

III. BINDING AND PACKING:

(a) Stitching with one or two wire stitchesper product\$	
(b) Banding with Kraft paper bands, rubber bands, or Shrink-film wrapper 100 package\$	
(c) Binding with plastic combs of suitable capacity includes punching)per 100 books\$	
(d) Three-hole drillingper 100 leaves\$	
When drilling separate cover products, each thickness of cover stock will be counted as	three leaves.
IV. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items ex	scept Item II.
Percentage increase	%
My production facilities are located within the assumed area of production	yesno
NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifical following information.	fications should complete the
Proposed carrier(s) for pickup of Government Furnished Material	
a. Number of hours from acceptance of print order to pickup of Government Furnished Material	
b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant	
2. Proposed carrier(s) for delivery of completed product	
Number of hours from notification to carrier to pickup of completed product	
b. Number of hours from pickup of completed product to delivery at destination	
INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4 Schedule of Prices" initialing space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of PGPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of PGPO Form 910" p	rices" with two copies of the
Bidder	
(City - State)	
By(Signature and title of person authorized to sign this bid)	
(Person to be contacted) (Telephone Number)	